

MEMORANDUM FOR: See Distribution

FROM: Gary Scibona  
Head of the Contracting Office

SUBJECT: **HCO Newsletter - October 2002**

### SECTION 508 UPDATE

HCO Newsletter 2001-03, dated July 31, 2001 included a brief overview of the Rehabilitation Act, specifically Section 508 of the Act, that applies to all delivery orders, task orders, purchase orders, and contracts for electronic and information technology (EIT) equipment. EIT equipment and systems include:

- software applications and operating systems;
- web-based internet and internet information and applications;
- telecommunication products;
- video and multimedia products, including videotapes;
- desktop and portable computers; and
- office equipment such as copiers and fax machines.

A Determination and Finding completed and signed by the Requesting Official must accompany any requisition (CD-435) submitted for the purchase of equipment or systems that are subject to Section 508 standards. When a commercial product that is compliant with Section 508 standards is not available, or when the purchase of such would cause “undue burden,” the Determination and Finding must be submitted to the Operating Unit’s, Chief Information Officer (CIO) for approval. The Operating Unit’s CIO has the authority to approve Determinations within the threshold listed below. Determinations for purchases above the threshold must be submitted to the Department of Commerce CIO through the Operating Unit CIO.

NWS	<\$10,000,000
NESDIS	<\$10,000,000
NOS	<\$2,500,000
NMFS	<\$2,500,000
OAR	<\$2,500,000
OMAO	<\$2,500,000
OFA	<\$2,500,000

A micro purchase, purchase valued at \$2,500 or less, is exempt from the requirements of Section 508 until **January 1, 2003**, when it is a one-time purchase made on the open market rather than under an existing contract. **Orders for EIT equipment or systems against a Government Wide Agency Contract (GWAC), Federal Supply Schedule (FSS), or an Indefinite Delivery, Indefinite Quantity (IDIQ) contract, regardless of the dollar amount, must be processed as a Section 508 acquisition.**

More information on the Act, agency responsibilities, and specific NOAA policy is available on the web at <http://www.ofa.noaa.gov/~amd/508.html>.

## **PERSONAL PROPERTY LEASES**

A REMINDER - Requesting Officials must complete the “Questionnaire for Requests for Leased Personal Property” for any requirement to rent or lease equipment which is charged to one of the object class codes listed below. The completed form must be attached to the CD-435 submitted to AMD.

3130 - Capital Leases (Except ADP and Telecommunications Equipment)

3131 - Leases to Purchase ADP Equipment

3132 - Leases to Purchase Telecommunications Equipment

2335 - Leases of ADP and Telecommunications Equipment

The questionnaire is available in the CASC Acquisitions site on the web at <http://www.rdc.noaa.gov/~casc/acquisitions.htm>.

## **ACQUISITION OF MOTOR VEHICLES**

All requests to purchase or lease vehicles through the GSA Fleet program must be approved by the “Operating Unit Fleet Manager” prior to being submitted to the AMD. Gilly Elsea is the “Fleet Manager” for the CASC service area.

A request to lease or purchase a new vehicle from a commercial source must be reviewed and approved by the Operating Unit Fleet Manager and the Fleet Manager for the Department of Commerce prior to being submitted to the AMD.

Information pertaining to the types of vehicles that can be purchased or leased is available in the Personal Property Management Manual posted on the CASC Facilities and Logistics Division website under the Personal Property Branch at [http://www.rdc.noaa.gov/~casc/facilities\\_logistics](http://www.rdc.noaa.gov/~casc/facilities_logistics).

## **NOAA BLANKET PURCHASE AGREEMENTS**

NOAA currently has blanket purchase agreements (BPA's) with DELL Marketing, L.P., Gateway, Inc., and Westwood Computer Corporation. The BPA's were awarded through the competitive process and the prices in the Agreements present the best value to the Government. The Requesting Official must prepare a memorandum to the file documenting the basis for purchasing from one of the three BPA vendors. The memo must be attached to the procurement request (CD-435) submitted to AMD. A copy of the memorandum is available under "Customer Resources, Instructions and Forms" on the CASC AMD website at <http://www.rdc.noaa.gov/~casc/acquisitions.htm> . More information on the products offered on the NOAA BPA's is available on the web at <http://www.nites.noaa.gov/>.

## **MULTIPLE AWARD SCHEDULES**

A Multiple Award Schedule (MAS) is a listing of contracts that GSA has awarded for products or services under its Federal Supply Service program. GSA awards competitive, indefinite delivery, indefinite quantity type contracts to multiple companies who supply comparable commercial products or services. The contracts are awarded at stated prices for a specific period of time.

Use of the MASs offers many benefits. It reduces the acquisition lead time, allows the Government to obtain volume purchase prices and the best value for the money spent. GSA has determined that the contractors on schedule are responsible and offer prices that are fair and reasonable. Offices using the MAS should follow the guidelines listed in the table following this section. Additional information pertaining to use of the MASs is available on the web at <http://www.gsa/schedules> . A manual containing information about all of the features, terms, and conditions of the MAS Program can be downloaded from the web at <http://fss.gsa.gov/OM> . The AMD will forward a copy of the manual to each field delegate.

**NOTE:** Orders placed against the MAS must be within the individual's delegated procurement authority. Requirements in excess of the delegated authority must be submitted to the AMD for processing.

<b>MAS ORDERING PROCEDURES</b>	
<b>Services Statement of Work Is Required</b>	<b>Services and Products No Statement of Work Is Required</b>
<p><b><i>Under the \$2,500 micro purchase threshold:</i></b></p> <p>Place the order directly with the contractor for the item that best meets the needs</p>	<p><b><i>Under the \$2,500 micro purchase threshold:</i></b></p> <p>Place the order directly with the contractor for the item than best meets the needs</p>
<p><b><i>Over the \$2,500 micro purchase threshold</i></b></p> <ul style="list-style-type: none"> <li>• Prepare a Statement of work</li> <li>• Send a Request for Quote and Statement of Work to three (3) contractors on the MAS</li> <li>• Evaluate quotes and make a Best Value selection</li> </ul>	<p><b><i>Over the \$2,500 micro purchase threshold as required by FAR 8.404</i></b></p> <ul style="list-style-type: none"> <li>• Review the GSA Advantage online electronic ordering system, then make a Best Value determination or review three (3) contractors price lists on the schedule</li> <li>• Select the Best Value (considering price, and administrative costs)</li> <li>• Document the basis for the Best Value decision</li> </ul>

## **PROCUREMENT REQUEST PACKAGE**

HCO Newsletter 2001-04, dated September 17, 2001 identified documents that must accompany procurement requests (CD-435) submitted to AMD for processing. AMD cannot process requests that do not include a statement of work, that provide a vague description of a product, that lack supporting documentation, or are otherwise found incomplete. The Branch Chief will identify deficiencies and return an incomplete requisition package to the Requesting Official.

## **JWOD - OFFICE SUPPLIES**

The Javits-Wagner-O'Day (JWOD) Program provides employment opportunities for Americans who are blind or have other severe disabilities. The "Committee for Purchase From People Who Are Blind or Severely Disabled" is the independent Federal agency that administers the JWOD Program. The Committee has numerous responsibilities one of which is determining what products and services, purchased by the Federal Government, must be procured from a JWOD-participating nonprofit agency. Once a product or service is on the JWOD procurement

list, the Government must buy it from the organization designated until the Government no longer has a requirement for that item, or until the organization can no longer furnish that item.

Office supplies must be ordered from a JWOD participating organization. Purchasing supplies from other sources such as Office Max, and WalMart is prohibited. Office Depot is a participating contractor, however, it does not carry JWOD products in its retail stores. JWOD products can be obtained from Office Depot by on-line or telephone ordering only. Corporate Express and Boise Cascade Office Products participate in the JWOD program. The easiest way to cost compare and purchase JWOD products is through GSA Advantage at <http://www.gsaAdvantage.gov>.

Individuals responsible for purchasing supplies and services should familiarize themselves with the products and services available through the JWOD program. A list of products, services, participating agencies and ordering instructions are posted on the JWOD website at <http://www.jwod.gov>.

If you have questions or comments about this HCO Newsletter please contact any of the following individuals:

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